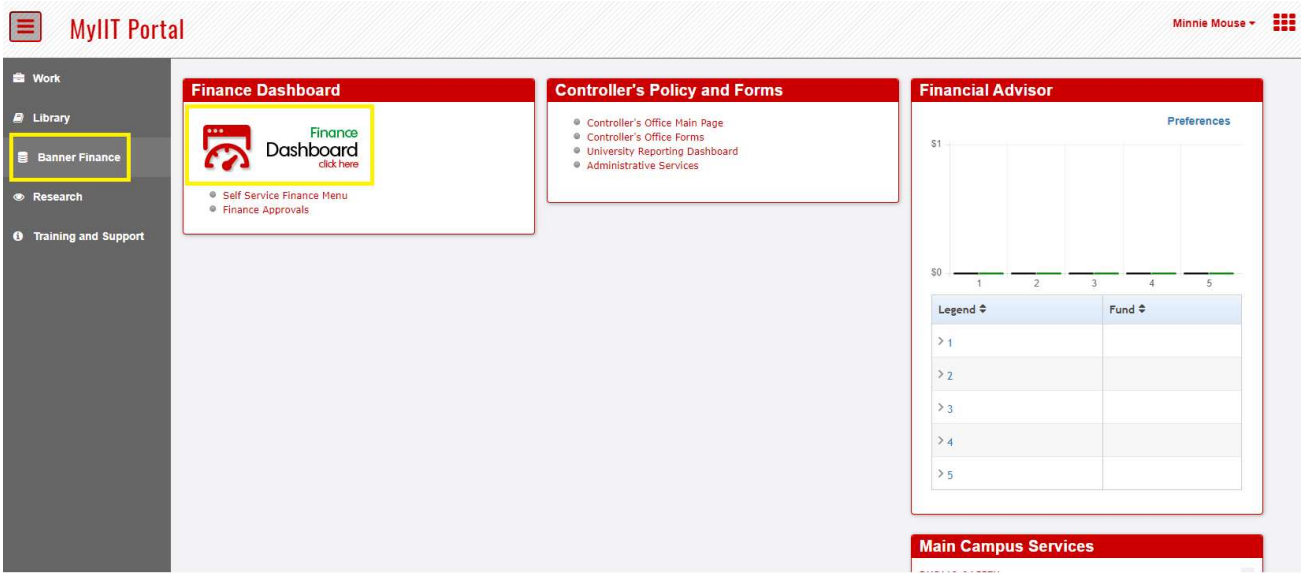
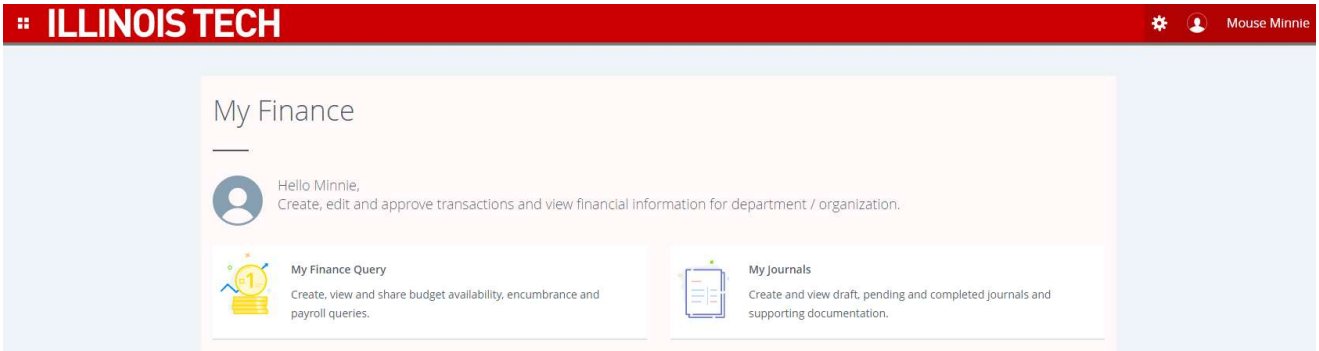
Accessing Banner Finance:

Enter from the MyIIT Portal - > Banner Finance



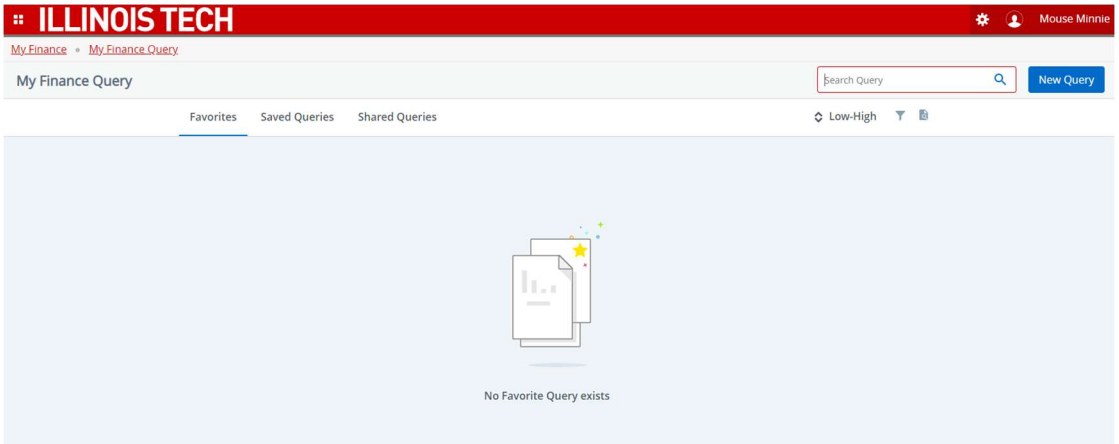
From here, the dashboard has two main options:

- **My Finance Query** (looking up budget, encumbrances, Year-to-Date activity and such)
- **My Journals** (budget and cost transfers, as well as approvals)



My Finance Query

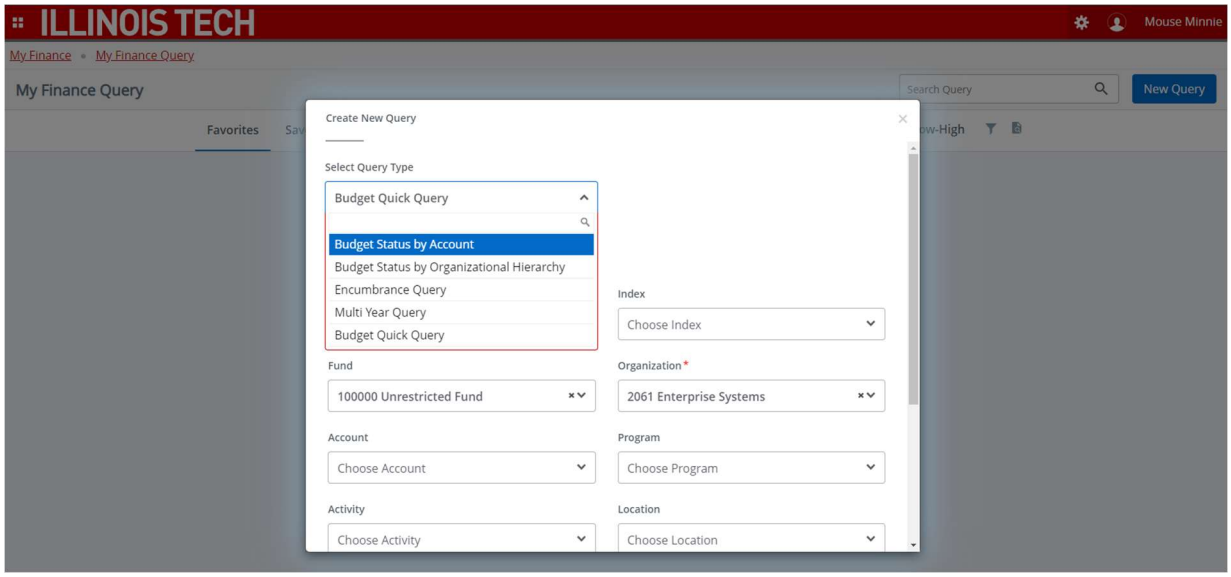
Previously run queries and any queries you save/share with other users can be accessed from this home screen. To start a new query from scratch, click “New Query” in the top right.



Select from the dropdown the query you would like to perform:

- Budget Status by Account – complete budget lookup query
- Budget Status by Organizational Hierarchy – returns results by org code, allows for drilling down into organizational levels by clicking the org code in results
- Encumbrance Query – return list and status of encumbrances in a given fund, org, acct, etc.
- Multi Year Query – compare data over specified period of time (not limited to one fiscal year)
- Budget Quick Query – for the quickest “high level” view, not able to drill down into details

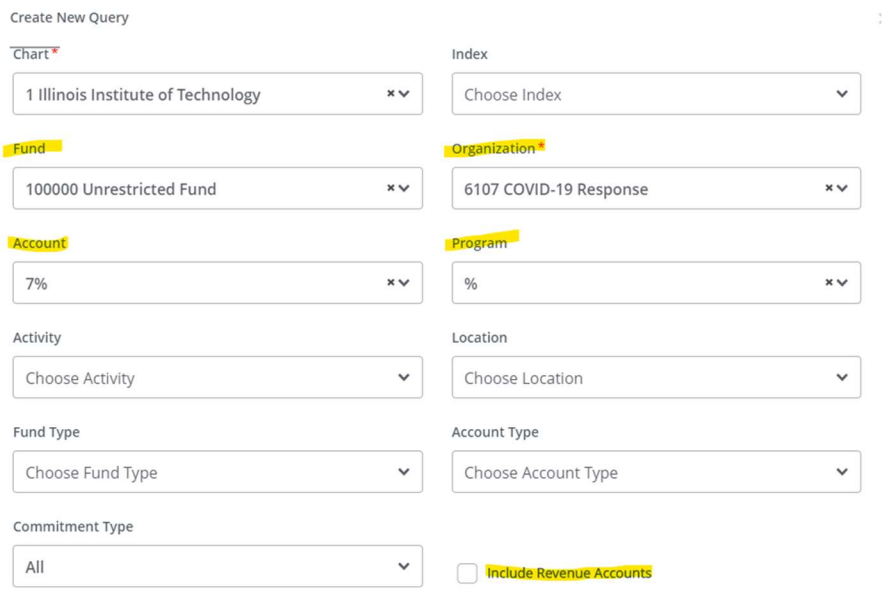
Note that these are, for the most part, currently available in Banner and basically function the same as before – the primary difference is the interface. (If you have any questions on how to use these existing reports, please don’t hesitate to reach out to the Budget Office.)

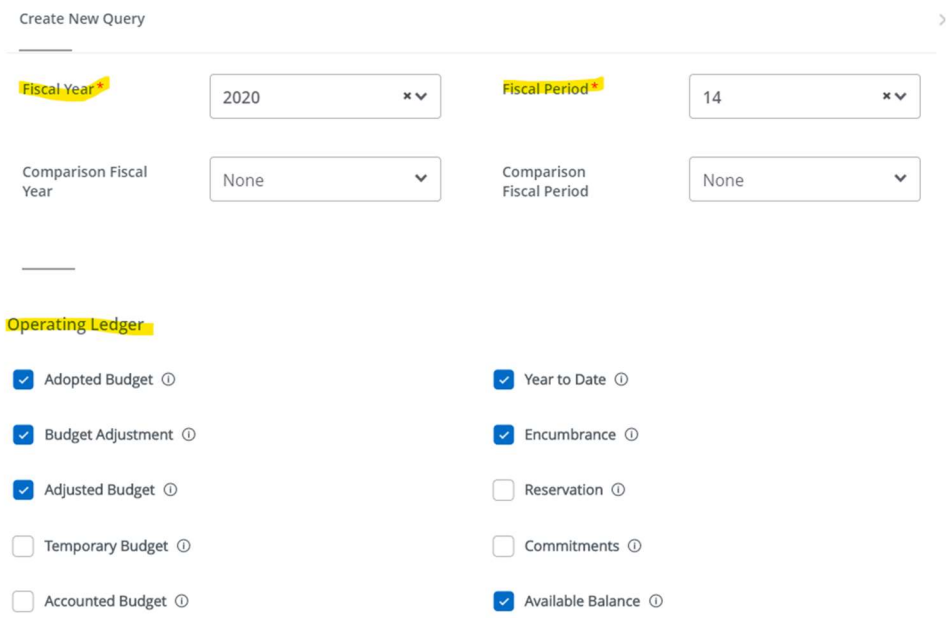


Budget Status by Account Query

Let's use Budget Status by Account as an example, as this is likely the most commonly used query for budget managers. Here you enter in the usual parameters – fund, account, program if necessary – and use "%" as a wildcard as before (for example, all expense accounts used in a given fund + org could be returned in the query using "7%" in the Account field, or all revenue for "5%", or "%" for all accounts)

Again, we have the same fields as before in a new format. Select "include revenue accounts" if looking at 5% accounts, select the fiscal year and period at bottom (14 for year-end or YTD), and select which fields to view on operating ledger section – adjusted budget, encumbrances, all that good stuff.

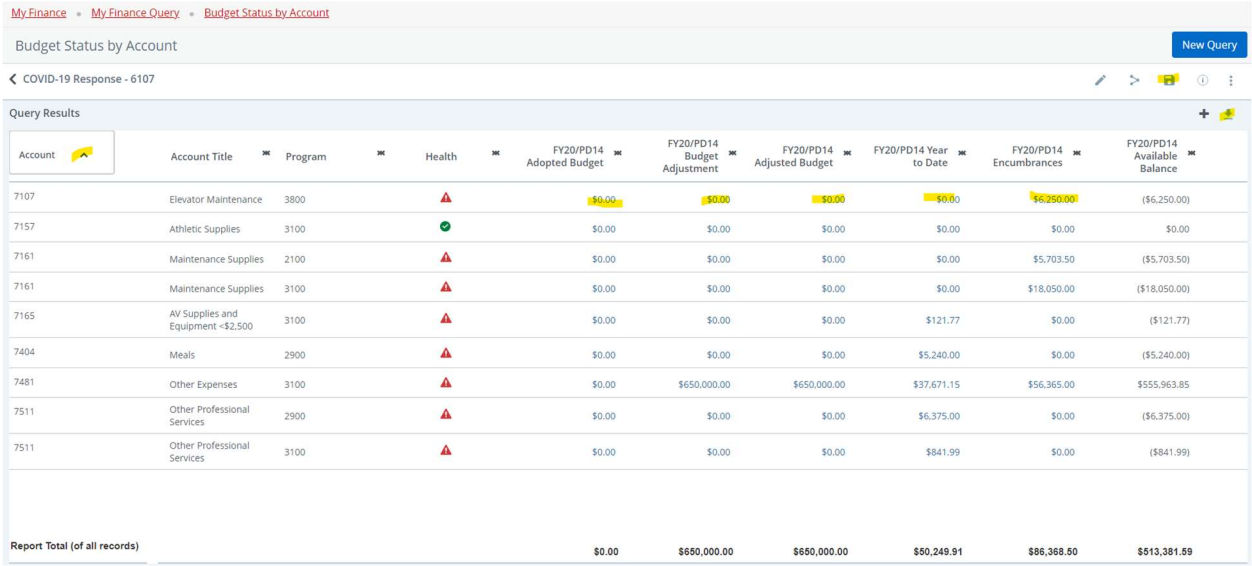




Query Result Screen

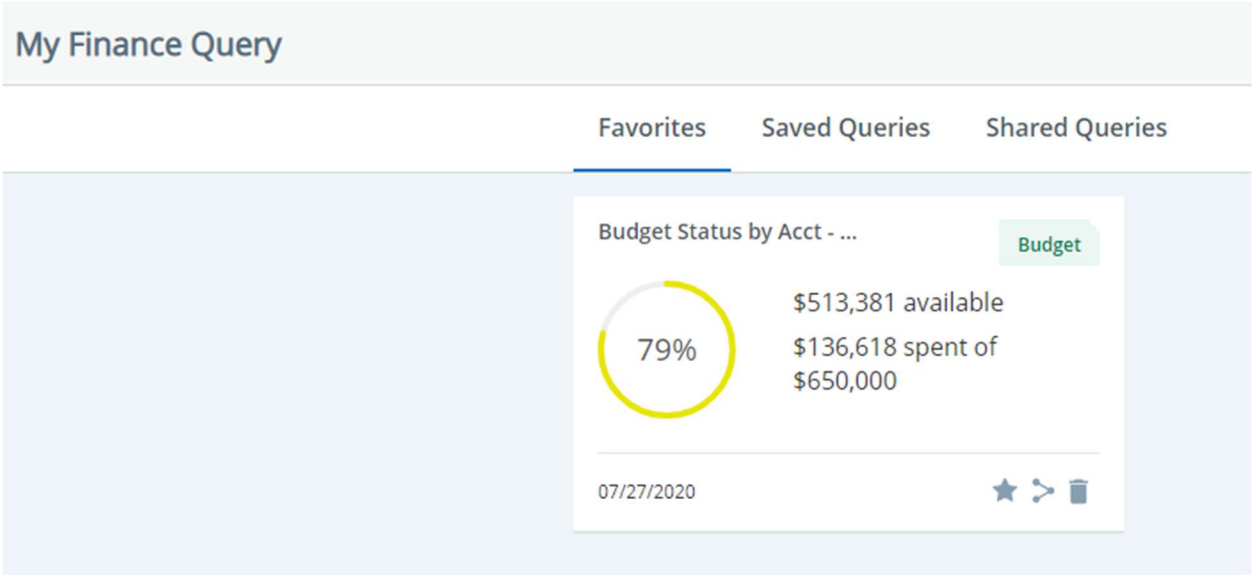
After submitting the query, your screen should appear something resembling the screenshot below. From here you can click on the numbers (highlighted below) to see details at a transactional level. You can sort by clicking at the arrow at top of any category (next to account, title, etc.)

In the top right you have the options to share, save to “My Reports” or “Favorites”, or use the download button (down arrow in Query Results pane) to export to an .xls spreadsheet for Excel.



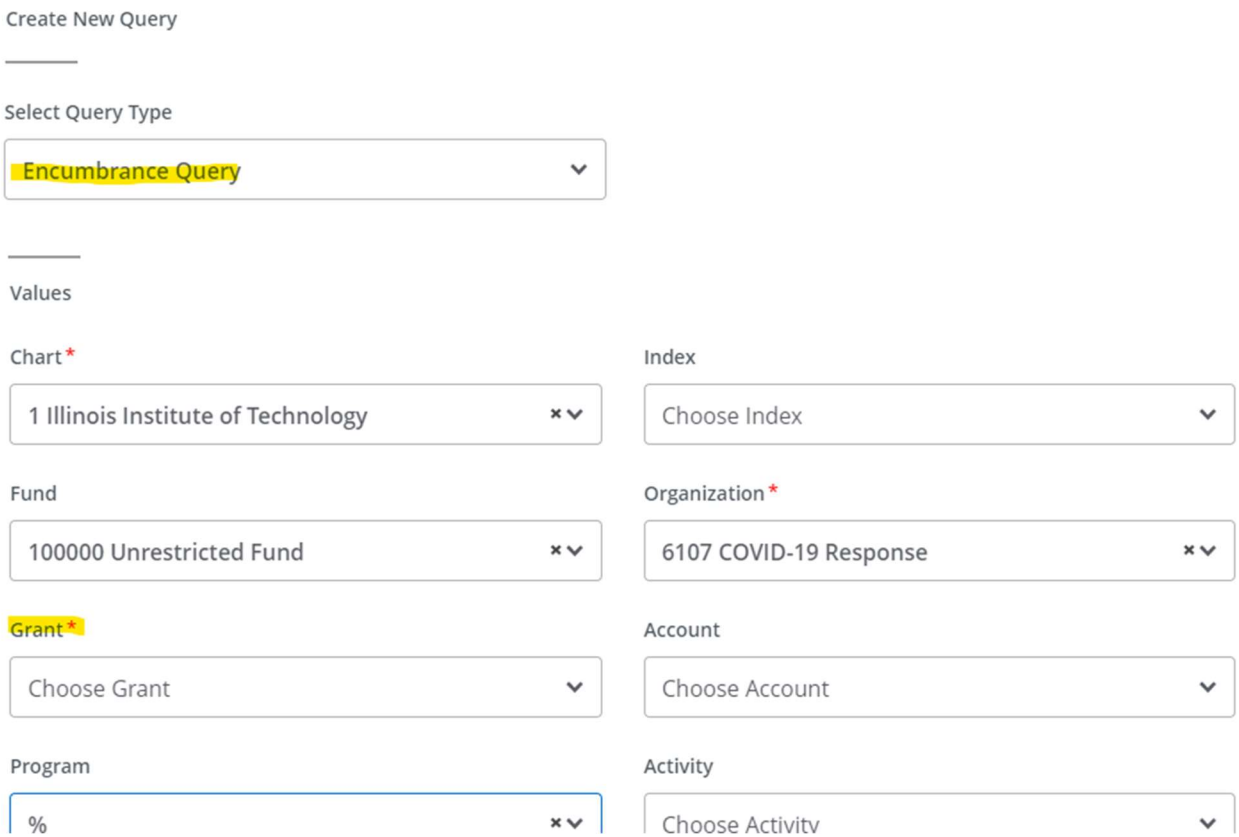
Account	Account Title	Program	Health	FY20/PD14 Adopted Budget	FY20/PD14 Budget Adjustment	FY20/PD14 Adjusted Budget	FY20/PD14 Year to Date	FY20/PD14 Encumbrances	FY20/PD14 Available Balance
7107	Elevator Maintenance	3800	▲	$0.00	$0.00	$0.00	$0.00	$6,250.00	($6,250.00)
7157	Athletic Supplies	3100	✓	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
7161	Maintenance Supplies	2100	▲	$0.00	$0.00	$0.00	$0.00	$5,703.50	($5,703.50)
7161	Maintenance Supplies	3100	▲	$0.00	$0.00	$0.00	$0.00	$18,050.00	($18,050.00)
7165	AV Supplies and Equipment <$2,500	3100	▲	$0.00	$0.00	$0.00	$121.77	$0.00	($121.77)
7404	Meals	2900	▲	$0.00	$0.00	$0.00	$5,240.00	$0.00	($5,240.00)
7481	Other Expenses	3100	▲	$0.00	$650,000.00	$650,000.00	$37,671.15	$56,365.00	$555,963.85
7511	Other Professional Services	2900	▲	$0.00	$0.00	$0.00	$6,375.00	$0.00	($6,375.00)
7511	Other Professional Services	3100	▲	$0.00	$0.00	$0.00	$841.99	$0.00	($841.99)
Report Total (of all records)				$0.00	$650,000.00	$650,000.00	$50,249.91	$86,368.50	$513,381.59

Here, we saved this query as a “Favorite” – it will now show up on your home screen for quick access and easy updating. Since it’s saved, there is need to go through the above process again next time if you want the exact same query, but double check the parameters if anything looks off – for instance, if you saved a query to look at the budget status through July using “02” for the Fiscal Period and now you want to see actuals through August, you’ll want to update the Fiscal Period to “03”.

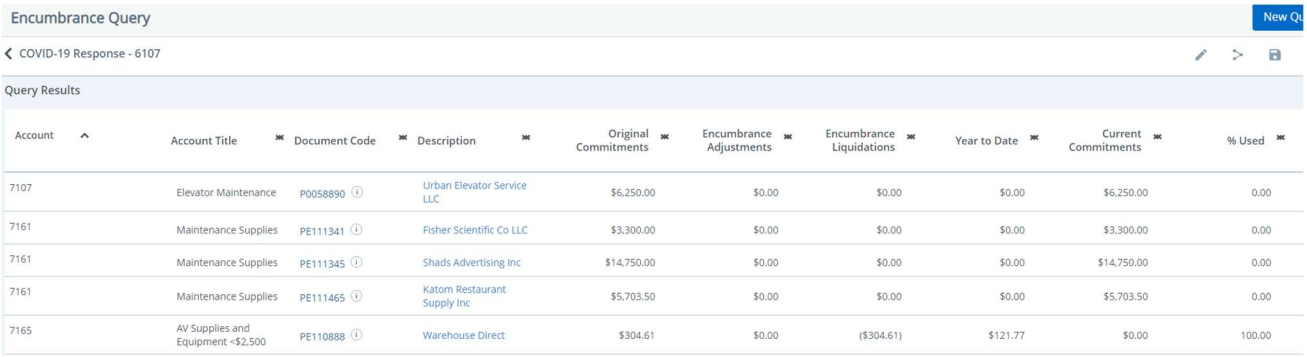


Encumbrance Query

The encumbrance query also functions the same as before, and the new look is similar to the new budget query. One minor quirk to note – you do not need to enter a "Grant" in the field highlighted, even if you see the red asterisk, so this field can be left alone.

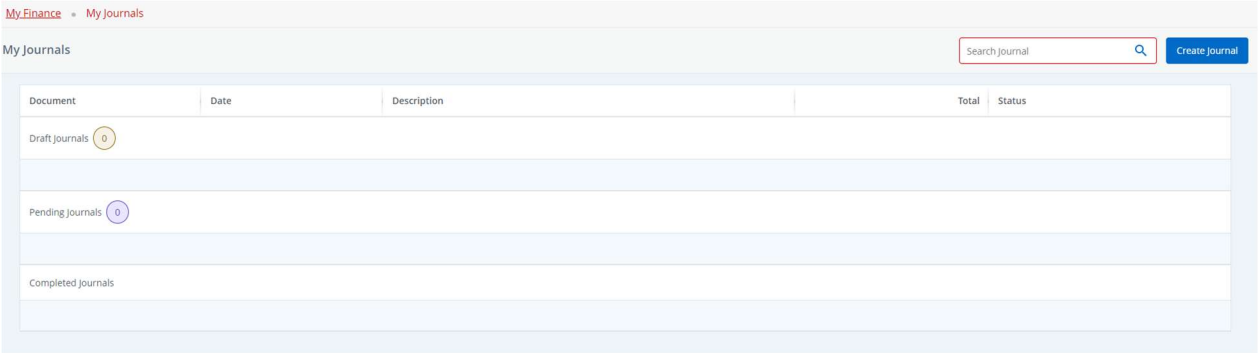


The results follow the same format as the budget query:



Account	Account Title	Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments	% Used
7107	Elevator Maintenance	P0058890	Urban Elevator Service LLC	$6,250.00	$0.00	$0.00	$0.00	$6,250.00	0.00
7161	Maintenance Supplies	PE111341	Fisher Scientific Co LLC	$3,300.00	$0.00	$0.00	$0.00	$3,300.00	0.00
7161	Maintenance Supplies	PE111345	Shads Advertising Inc	$14,750.00	$0.00	$0.00	$0.00	$14,750.00	0.00
7161	Maintenance Supplies	PE111465	Katom Restaurant Supply Inc	$5,703.50	$0.00	$0.00	$0.00	$5,703.50	0.00
7165	AV Supplies and Equipment <$2,500	PE110888	Warehouse Direct	$304.61	$0.00	($304.61)	$121.77	$0.00	100.00

My Journals



The other module you access through the new MyFinance Portal is the **Journals** system. Above is the home page for journals. The “Create Journal” button is in the top right.

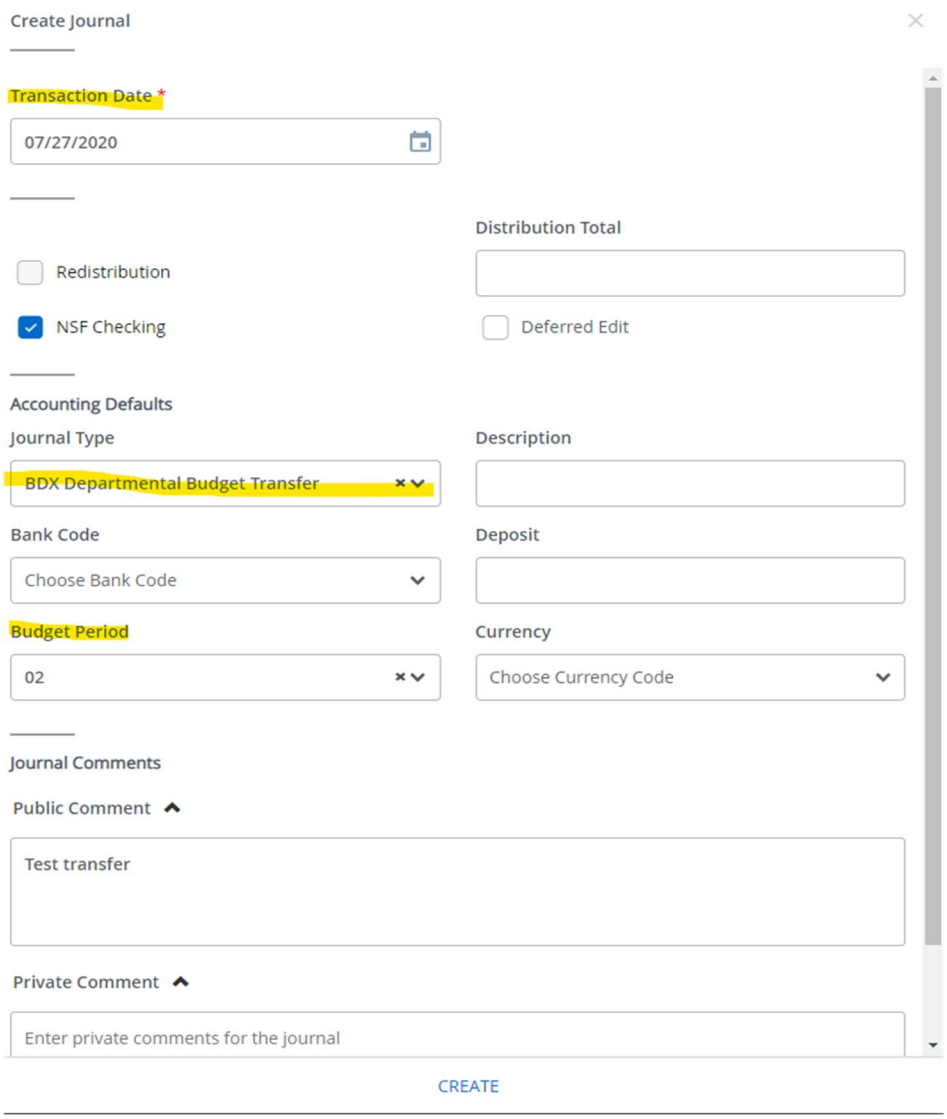
Journal Entry: Overview

When creating a journal, select the type, and enter in the date and budget period. Use “BDX” for budget transfers. (The cost transfer module is integrated into the new Banner system yet, but when it is, you will be able to select this option here as well.) See highlighted fields in screenshot on next page. After you click “Create” you will be prompted to enter in the “sequences”.

Each of the accounting lines in a transfer is a “sequence” in the Banner system. In a basic cost or budget transfer, one sequence will be the account where you’re taking money from, and another sequence will be the account where you’re moving money to. In a budget transfer, you use Plus/Minus indicators under the “Debit/Credit” dropdown, and in a cost transfer you use Debit/Credit.

The order of the sequences will usually not matter – you could put the debit/minus account first, and the credit/plus account second, or vice versa – and you can add as many sequences as are necessary. For example, if you are moving budget from one account to two other accounts, you could first enter one sequence that is the account you’re taking budget from as a “Minus”, and then add a second sequence for one account you’re moving budget to as a “Plus”, and a third sequence for the other account you’re moving as a “Plus”. You just have to make sure the total plus/minus amount evens out correctly – and Banner will be sure to pop up and let you know if it doesn’t.

Again, this all functions the same way as it did in the old Banner, but with a new look that aims to be more intuitive and user-friendly going forward.



Journal Entry: Sequence 1

On the first screen that pops up, enter in info for one side of the budget transfer - full Fund/Org/Account/Program, amount, short description, budget period (the fiscal year month in which the transfer will apply – June is 01, July is 02, August, 03, etc.)

Click “add accounting” to go to the next sequence. You will get a popup that says “Sequence Number 1 saved successfully.” At any point, you can also simply hit “Save” in the bottom left of the popup to save your progress on the journal entry and come back to it later if need be.

Refer to the highlighted portions of the screenshots below. During the course of your regular activities, you may never have to use some of these entry fields in the module – it’s the same underlying system as old Banner so don’t worry about terms that look unfamiliar.

Add accounting

Sequence Number : 1

Status :

BDX Departmental Budget Transfer

Chart *

1 Illinois Institute of Technology

Index

Choose Index

Fund

100000 Unrestricted Fund

Organization

6107 COVID-19 Response

Account

7481 Other Expenses

Program

3100 Institutional Support

Location

Choose Location

Activity

Choose Activity

Project

Choose Project

Percent

Amount *

500.00

Debit/Credit *

+ Plus

SAVE

ADD ACCOUNTING

Sequence Number : 1

500.00

Status :

+ Plus

NSF Override

Document Reference

Description *

Testing Journal

Budget Period

02

Bank

PO PNC Bank Operating

Accrual Indicator

Deposit

Currency

Choose Currency Code

Encumbrance

Encumbrance Number

Choose Encumbrance Document

Action

Choose Action

Item Number

Sequence

Commit Type

Choose Commit Type

Endowment

Gift Date

MM/dd/yyyy

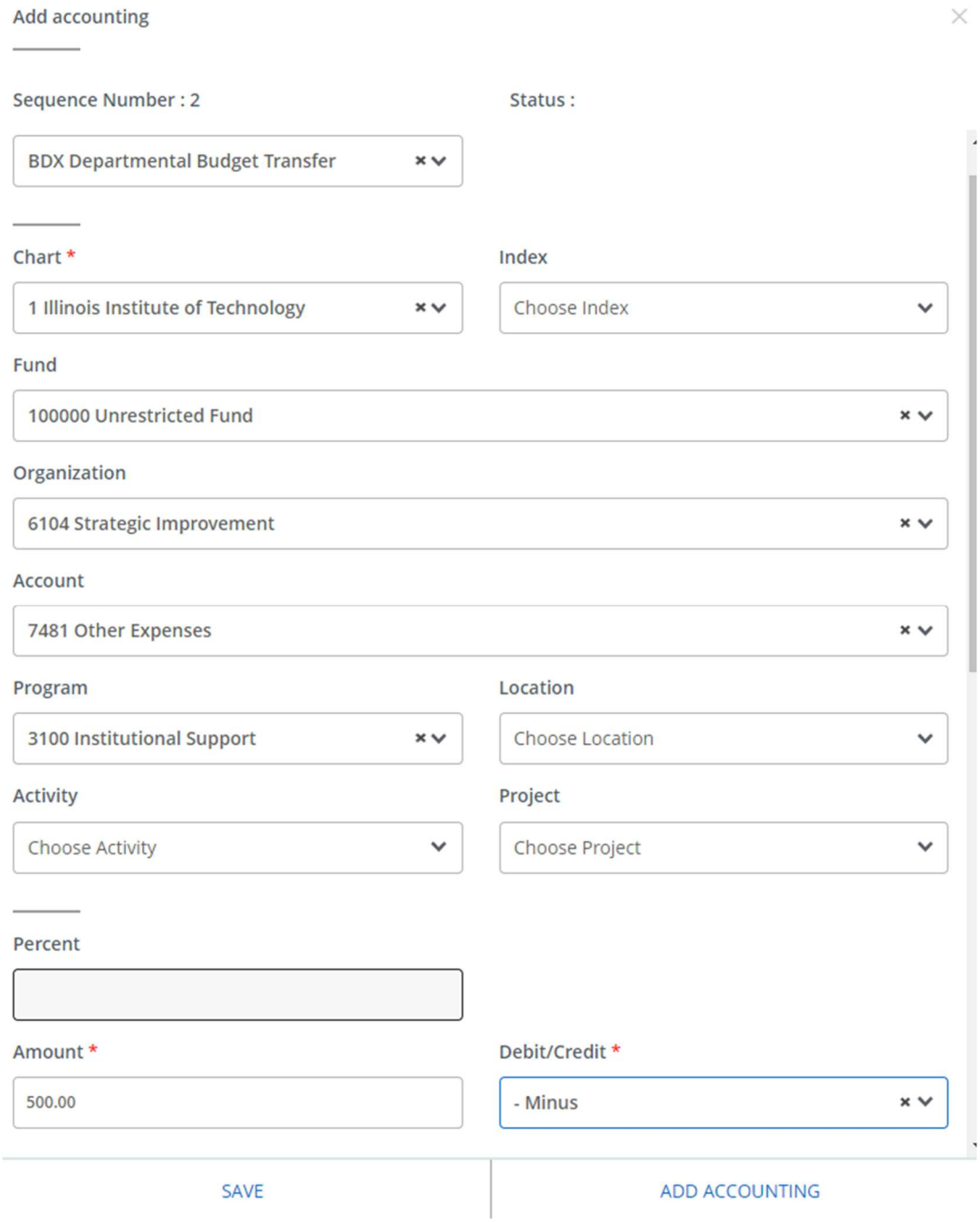
Number of Units

SAVE

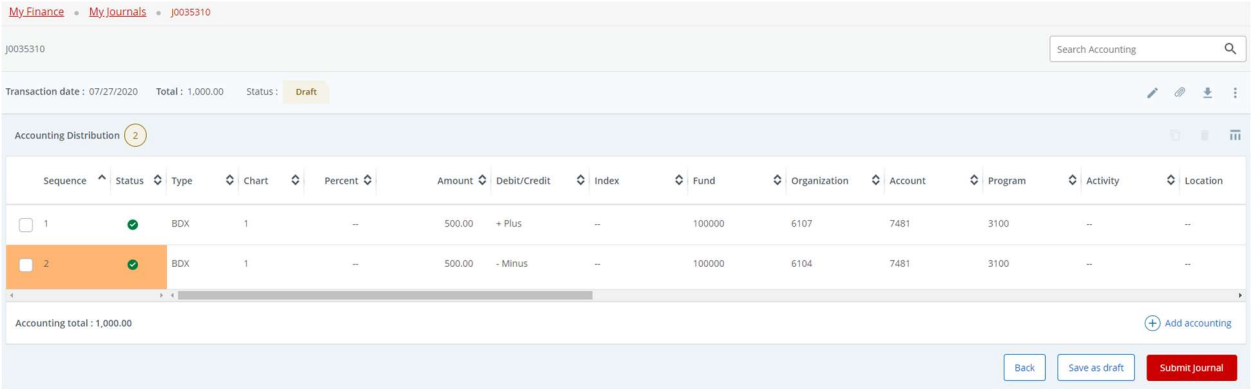
ADD ACCOUNTING

Journal Entry: Sequence 2

Complete the other side of the journal transaction, entering same fields as before – and again, make sure your plus/minus or debit/credit amounts line up correctly.

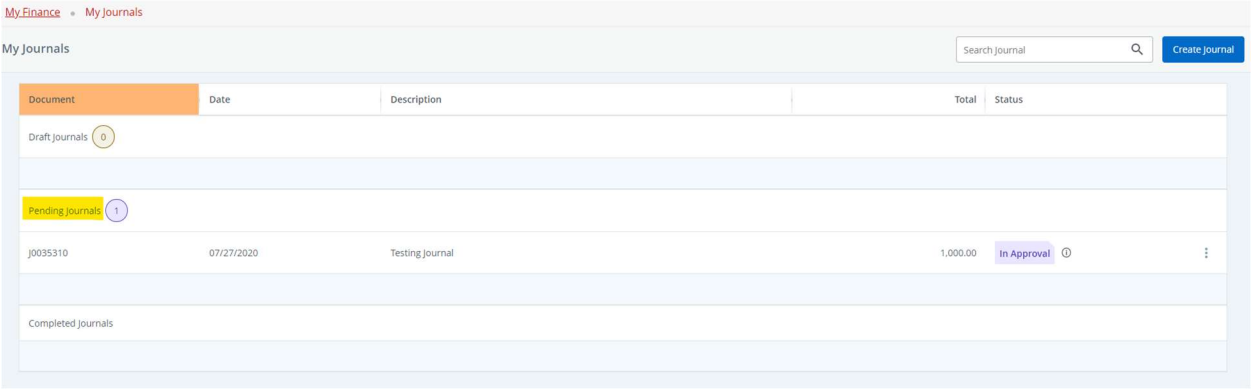


From here you can continue adding sequences if necessary to execute a transfer between multiple FOAPs. Hit Save (at the bottom left) and just “X” out of the window (in the top right) when done adding sequences to the journal entry.

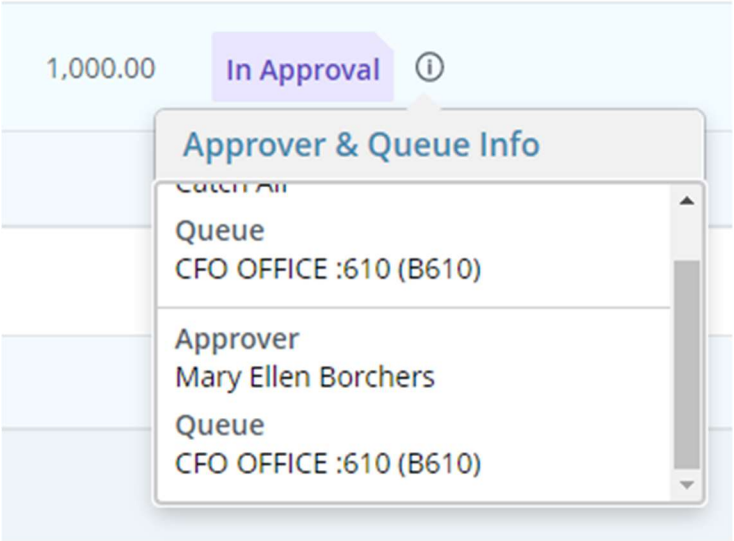


When you have entered all your sequences, inspect the journal entry for errors and enter “submit” or save as draft. You can add attachments or download as a document in the top right.

Once submitted, the journal entry will now be in your “pending journals” list on the My Journals dashboard:



Click on the “I” logo for approver and queue info to see where the journal is in the approval process.



View Document

Click on the “dice” button in the upper left corner to access the Banner > Finance root menu. From here you can get to the “View Document” function, which is still a link to the old Banner 8. Eventually this should be updated to the new Banner 9 interface as well. (You can also use this navigation menu to access your Employee screen with benefit elections and the like.)